

# **TRANSPORTATION INSTRUCTIONS**

## **AT THE SITE:**

Check-in 15 minutes before your shift. Report to the dispatcher to place your name into the pool of drivers. Drivers are dispatched on a “first in first out” basis.

When your name is called, the Dispatcher will provide instructions about: i) where to go, ii) who you are taking and iii) how many are in the party. You will receive keys to a vehicle and a walkie-talkie.

## **WALKIE-TALKIE INSTRUCTIONS:**

- Ensure that your walkie-talkie is on at all times and sufficiently loud (if you can’t hear it, the walkie talkie is useless);
- Press and hold large button to speak;
- Release button to listen for response;
- Avoid disclosing details of your party; and,
- Contact the Dispatcher at the Site if you require assistance.

## **ARRIVAL AT HOTEL:**

When you arrive at the hotel, remind your party to book their next trip with the Hotel Dispatcher or Tennis Centre Dispatcher (either at the hotel or via phone at 416-650-7097).

You may park the vehicle in one of the designated parking spots. At the Downtown Hilton, the valet may take your keys after instructing you where to park in the driveway. Note the vehicle number you arrived in for the Downtown Dispatcher.

ALWAYS report to the Dispatcher at the hotel for further instructions **(even if you are told to return straight to the site)**. If there is no Dispatcher on duty at the hotel, contact the Dispatcher at the Site to inform him/her of your location before you return to the Tennis Centre.

## **RETURNING TO THE SITE:**

If you are returning to the site without a passenger, check the fuel gauge. If your vehicle has less than one-third of a tank remaining, re-fuel the vehicle at the designated Shell station located at Sheppard Ave W and Keele St. The dispatcher will provide you with the **PIN**. Also check the fuel level before leaving the site.

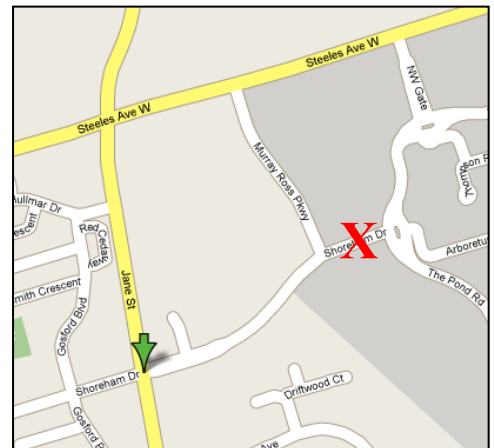
Upon arrival at the Site, park the vehicle in one of the designated parking spots. **All vehicles must be reverse parked.**

## **SHOREHAM ROAD RESTRICTIONS:**

Shoreham Dr. will be closed between Ian McDonald Blvd and Murray Ross Parkway to all vehicles including our Transportation vehicles between 8:00am to 11:59pm between July 26 to August 7. **Transportation vehicles are not permitted to drive within this road closure.** Please do not attempt to traverse this route between those hours.

## **OTHER CONSIDERATIONS:**

1. Report for duty a minimum of 15 minutes prior to your shift commencing.
2. Eat prior to or after your shift. The Dispatcher at the Site will provide you with a meal voucher for every shift worked.
3. Check with the Dispatcher if you would like to leave the driver’s area to ensure that there are enough drivers remaining to accommodate any passenger requests.
4. Speeding and parking tickets are the responsibility of the Driver.



**DO NOT TAKE ANY TRANSPORTATION BOOKINGS FROM YOUR PARTY. DIRECT ALL TRANSPORTATION BOOKING REQUESTS TO THE DISPATCHERS.**